



BAY CITY HOUSING COMMISSION

315 14th Street

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Bay City, Michigan 48708

(989) 892-9581

fax (989) 892-5818

tdd (800) 545-1833 ext 561

RFP Miscellaneous Plumbing Repairs at Pine Towers, Smith Manor and Maloney Manor

This project will include removal and replacement of a wide assortment of copper piping, elbows, tees, adaptors, reducers, couplings, check valves, ball valves, unions, dielectric unions and more for the domestic hot water supply and return lines at two apartment developments and the heating boiler piping at third development all owned by the Bay City Housing Commission.

Smith Manor scope of work ground floor, mechanical room. Replace approximately 30 l.f. of 3" copper pipe, elbows, couplings, dielectric union at storage tank; 10 l.f. of 2" copper pipe, 90 degree elbows, two check valves, couplings, unions, flange gaskets for the domestic water heaters.

Pine Towers scope of work penthouse, domestic hot water system. Replace a wide variety of 2" (approximately 60 l.f.), 1¼" (10 l.f.), ¾" (10 l.f.) copper piping, 90- and 45-degree elbows, tees, check valves, couplings, tees, caps, ball and check valves (each size), mixing valve, new hangers and supports.

Maloney Manor scope of work sixth floor, boiler room. Replace approximately 10 l.f. of 4" and 10 l.f. of 2" copper pipe, elbows, couplings, possible check valve. Reconfiguration of piping is likely because original layout was for three heating boilers and Maloney Manor has two now.

Materials

Ball Valves. Copper lead free ball valves from Legend Valve or Milwaukee Valve Co.

Mixing Valve. Two-inch MX130C from Honeywell.

Fiberglass Insulation. All replacement copper piping will require either 1" or 1 ½ wall thickness fiberglass pipe insulation. Micro-Lock HP pipe insulation from Johns Manville is pre-approved. Labeling each pipe and indicating flow with directional arrows will be required.

Pre-Bid site inspection is set for Tuesday, August 10, 2021 at 11:00 a.m. starting at Maloney Manor, 210 Fitzhugh Street, proceeding to the other sites afterwards **or** upon request. To request an alternate date and time please contact Karl Opheim, Assistant Director at (989) 892-9581 x107 or email to Karl@baycityhousing.com. We recommend each interested vendor visit each site prior to submitting your quote.

Bid Submission, Due Date and Time. All bids shall be submitted on **proposal forms**, included in this solicitation, are **due Monday, August 23, 2021 at 2:00 PM EDT** and be delivered to:

Miscellaneous Plumbing Repairs RFP
Bay City Housing Commission
315 14th Street
Bay City, Michigan 48708

Bids are acceptable via email to Karl@baycityhousing.com. An original signature copy must follow by three business days.

Non-Debarred / Non-Collusive form. Bidders will need to certify that neither they nor the firm, partnership or association in which he/she has substantial interest is designated as an ineligible contractor by the Comptroller General of the United States pursuant to Section 5.6(b) of the Regulations of the Secretary of Labor, 29 CFR Part 5, or that any part of this contract has been or will be subcontracted to any subcontractor if such subcontractor, firm, corporation, partnership or association in which such subcontractor has a substantial interest is designated as an ineligible contractor as noted by regulatory provisions.

Payroll Reports. Each contractor and/or subcontractor on site will be required to complete and submit payroll form WH-347 and Statement of Compliance, form WH-348, for each week during the course of work. Davis Bacon prevailing wages and benefits rates **will not** apply to this project.

Bid Evaluations and Contract. Bay City Housing Commission reserves the right to reject any or all proposals, to waive any informality in the quote request process, or to terminate this quote process at any time, if deemed by BCHC's to be in its best interests. Under the competitive proposal process negotiations of price and revision of scope may be necessary if available funding is less than the lowest qualified bid received. We are requesting a single bid for this project.

HUD General Conditions Instructions FORM 5370 EZ will apply to all contracts under \$100,000 will be followed with this project. A copy is available upon request. The web address for a copy is: http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/forms/hud5a or you can contact Karl Opheim, Assistant Director at 989-892-9581 ext. 107.

All work on this project shall be in accordance with all applicable federal, state and local codes and regulations having jurisdiction over this project. Bids shall include all state and local permits, fees and taxes. A completed IRS W9 Form is required at contract signing.

The specifications are intended to describe the rehabilitation of a dwelling. If discrepancies are found between the information provided and the actual field conditions, the Contractor shall notify the Owner within one (1) business day of the discrepancy discovery. Failure to do so indicates acceptance by the Contractor.

Site hours and scheduling. All work shall be performed during regular business hours Monday through Friday between 8:00 a.m. and 4:00 p.m., excluding official Housing Commission holidays. Contractor shall protect all occupied areas from damage. Be certain the building and property shall be clean and free of debris at the end of the workday. Contractor shall replace, at their expense, any property or material damaged during removal or storage of equipment. BCHC will work with contractor's schedule for site work. Maloney Manor be completed before the beginning of the next heating season.

Warranty. All materials, equipment and workmanship as described in this specification or amended by any change order shall be guaranteed for a period of one (1) year from the date of completion for all materials and labor. Bidder shall specify if the materials have any additional warranty time. Notification to correct, repair or replace any defective materials or workmanship shall be from the Owner, in writing to the Contractor.

Liability and Worker's Compensation Insurance. No work under any contract or agreement may begin without proof of liability and workman's compensation insurance in force and Certificate(s) of Insurance have been received by BCHC as required by policy including the *Certificate of Insurance* on file with the Executive Director. All policies shall name the Bay City Housing Commission as an additional named insured on a primary and non-contributory basis.

Workers' Compensation and Occupational Disease Insurance. In accordance with federal and Michigan Workers' Compensation laws. Such coverage must specifically identify coverage as required by state law. The employer's liability limit must be a *minimum* of \$100,000 per accident and \$100,000 per disease, per employee with policy limit of \$500,000.

Commercial General Liability. A combined single limit for bodily injury and property damage of not less than \$1,500,000 per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on site(s) not covered by Automobile Liability. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract.

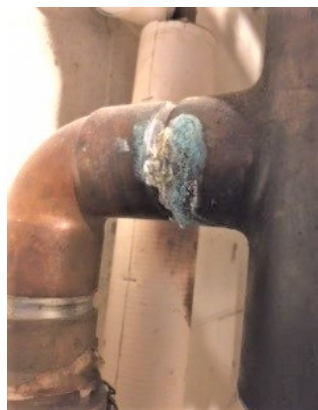
Automobile Liability is required on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.

Voluntary alternate bid. Bidders may submit voluntary alternate proposals for different or enhanced equipment or materials for our consideration. Brochures and any other information must accompany any alternate submissions.

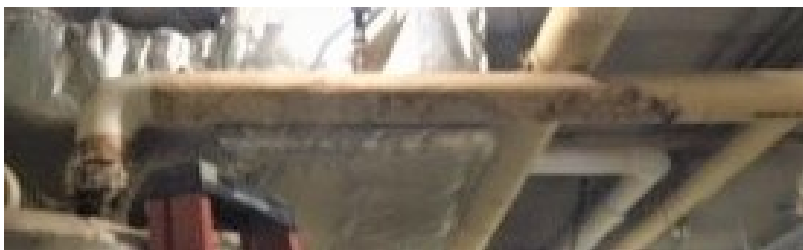
Maloney Manor Repairs



Plumbing layout for three boilers



Smith Manor Repairs



Pine Towers Repairs



SECTION 22 05 53

PLUMBING SYSTEM IDENTIFICATION

- A. Pipe Markers.
Color: conform to ANSI/OSHA standards.

- B Plastic Pipe Markers: Factory fabricated, flexible, semi- rigid plastic, preformed to fit around pipe or pipe covering; minimum information indicating flow direction arrow and identification of fluid being conveyed.

INSTALLATION. Install plastic tape pipe markers complete around pipe in accordance with manufacturer's instructions. Identify service, flow direction, and pressure. Install in clear view and align with axis of piping. Any riser or drop of over 4 feet will need directional arrow added.

- A. Identify each valve in main and branch piping with orange tag and label with function.

SECTION 22 07 00 PLUMBING PIPE INSULATION

- A. Domestic water piping system including cold water, hot water and hot water return. Insulation, vapor barriers, jacketing, hangers, supports, accessory materials, etc. shall be installed according to manufacturers' recommendations

American Society for Testing of Materials Specifications:

1. ASTM C547, "Standard Specification for Mineral Fiber Preformed Pipe Insulation"
2. ASTM C585, "Recommended Practice for Inner and Outer Diameters of Rigid Pipe Insulation for Nominal Sizes of Pipe and Tubing (NPS System)"
3. ASTM C1136, Standard Specification for Barrier Material, Type 1 or 2 (jacket only)

- B. Molded pipe insulation shall be manufactured to meet ASTM C585 for sizes required in the particular system.

- C. Molded fibrous glass pipe insulation shall comply with the requirements of ASTM C547. Heavy density Fiberglass pipe insulation with factory applied all-service jacket and Doublesure* two-component adhesive closure system. Insulation material furnished and installed hereunder shall meet the minimum thickness requirements of Standard 90.1 (12007), of ASHRAE except minimum thickness shall be 1".

- D. Fittings and valves shall be insulated with preformed fiberglass fittings, fabricated sections of fiberglass pipe insulation or fiberglass blanket insulation. Thickness shall be equal to adjacent pipe insulation. Finish shall match that used on straight sections. Flanges, couplings, valve bonnets etc, shall be covered with an oversized pipe insulation section sized to provide the same insulation thickness as on the main pipe section. An oversized insulation section shall be used to form a collar between the two insulation sections with insulation being used to fill gaps. Jacketing shall match straight pipe sections. Rough cut ends shall be coated with a suitable vapor resistant mastic.

- E. On cold systems, particular care must be given to vapor sealing the cover finish to the pipe insulation vapor barrier. Valve stems shall be sealed with caulking to allow free movement of the stem but provide a seal against moisture incursion. All penetrations and exposed ends of insulation shall be sealed with vapor barrier mastic.

- F. PIPE SUPPORTS. All piping shall be supported in such a manner that neither the insulation nor the vapor/weather barrier is compromised by the hanger or the effects of the hanger. In all cases, hanger spacing shall be such that butt joints may be made outside the hanger.
- G. PREPARATION and INSTALLATION. Ensure that all pipe and fitting surfaces over which insulation is to be installed are clean and dry and in good mechanical condition with any factory-applied vapor or weather barriers intact. Any wet or damaged insulation in the immediate vicinity of the repair work shall be removed and replaced by the Contractor.

Install insulation materials and accessories in accordance with manufacturer's instructions and recognized industry practices to ensure that it will serve its intended purpose. Insulate each continuous run of piping with full-length units of insulation, with single cut piece to complete run. Do not use cut pieces or scraps abutting each other. Butt insulation joints firmly to ensure complete, tight fit overall piping surfaces. Maintain the integrity of factory-applied vapor barrier jacketing on all pipe insulation, protecting it against puncture, tears, or other damage. Extend piping insulation without interruption through walls, floors, and similar piping penetrations, except where otherwise specified

Fittings and joints. Cover valves, fittings and similar items in each piping system using mitered sections of insulation equivalent in thickness and composition to straight pipe installation. Joints, butt pipe insulation against hanger inserts. For hot pipes, apply 3" wide vapor barrier tape or band over butt joints. For cold piping apply wet coat of vapor barrier lap cement on butt joints, and seal joints with 3" wide vapor barrier tape or band.

Any asbestos insulation on existing piping, valves, equipment, etc. where tie-ins are required, shall be removed by the Owner at Owner's expense. The contractor and shall not be responsible for any cost or work involved with removal or encapsulation of asbestos insulation.

END OF THIS SECTION

SECTION 22 10 00
PLUMBING PIPING

REFERENCES

ANSI B31.9 - Building Service Piping.
ASME - Boiler and Pressure Vessel Code.
ASME Sec. 9 - Welding and Brazing Qualifications.
ASME B16.1 - Cast Iron Pipe Flanges and Flanged Fittings Class 25, 125, 250 and 800.
ASME B16.3 - Malleable Iron Threaded Fittings.
ASME B16.4 - Cast Iron Threaded Fittings Class 125 and 250.
ASME B16.18 - Cast Bronze Solder-Joint Pressure Fittings.
ASME B16.22 - Wrought Copper and Bronze Solder-Joint Pressure Fittings
ASME B16.23 - Cast Copper Alloy Solder-Joint Drainage Fittings - DWV.
ASME B16.26 - Cast Bronze Fittings for Flared Copper Tubes.

ASTM A234 - Fittings of Wrought Carbon Steel; Alloy Steel for Moderate and Elevated Temperatures.
ASTM B42 - Seamless Copper Pipe.
ASTM B75 - Seamless Copper Tube.
ASTM B88 - Seamless Copper Water Tube.
ASTM B251 - Wrought Seamless Copper and Copper-Alloy Tube.
ASTM B302 - Threadless Copper Pipe (TP).

DOMESTIC WATER PIPING, ABOVE GRADE INSIDE BUILDING

- A. Domestic water piping 6" and smaller shall be: Copper tubing: ASTM B88, Type L, hard drawn, seamless.
1. Fittings: ASME B16.18 cast bronze tee tap or ASME B16.22 wrought copper and bronze.
 2. Fittings 1-1/2" and smaller: ASME B16.18 cast bronze or ASME B16.22 wrought copper, with 301 stainless steel internal components, EPDM seals, and push-to-connect ends. Victaulic Permalynx.
 3. Joints: ASTM B32, solder, Lead free Grade 95-A tin - antimony or tin and silver with melting range 430 to 535 degrees F or AWS A5BcuP silver braze.
 4. Fittings 2" and smaller: At the Contractor's option, Schedule 10S stainless steel pipe with Vic-Press 304 fittings and couplings may be used in lieu of soldered copper. The seal material shall be UL classified in accordance with ANSI/NSF61 for Potable Water service.
 5. Joints 2" thru 8" may be mechanical pipe couplings of a bolted type with a central cavity design pressure-responsive gasket along with grooved end copper or bronze fittings as available, as manufactured by Victaulic.
 - a. Copper Tube, ASTM B-88 (Type K or L) - Roll grooved only, at copper-tube dimensions. (Flaring to accommodate alternate size couplings is not allowed)
 - b. Mechanical Couplings - Shall be Victaulic Style 607H "Installation-Ready" rigid couplings for copper consisting of a ductile iron cast housing, with offsetting angle-pattern bolt pads, a synthetic rubber gasket of a central cavity pressure-responsive design, with ASTM A449 plated nuts and bolts to secure unit together.
 - c. Coupling Housings - Shall be cast of ductile iron conforming to ASTM A- 536 (Grade 65-45-12), with a copper colored enamel paint coating.

- d. Gaskets - Shall be molded of synthetic rubber in a Flush-Seal configuration conforming to the copper tube size (CTS) outside diameter and coupling housing, of elastomers having properties as designated in ASTM D-2000. Reference shall always be made to the latest published Selection Guide for Gaskets for proper gasket selection for the intended service.

Water Service - Gasket supplied for water services from -30°F to +230°F Grade "E" EPDM compound molded of materials conforming to ASTM D-2000, designation 2CA615A25B24F17Z, recommended for hot water service within the specified temperature range, plus a variety of dilute acids, oil-free air, and many chemical services. Not recommended for petroleum services.

- 1) Gaskets supplied with Style 607H couplings shall be grade EHP for water services from -30°F to +250°F.
 - 2) Gaskets shall be UL classified in accordance with ANSI/NSF61 for Potable Water service. Meets the low lead requirements of NSF-372.
- f. Flange Adapters - Shall be Victaulic Style 641 Vic-Flange or equal adapters 2"-6", ductile iron ASTM A-536, engaging directly into roll grooved copper tube and fittings and bolting directly to ANSI Class 125 cast iron and Class 150 steel flanged components; installer to supply standard flange bolts. Flange casting shall have a corresponding gasket.
 - g. Fittings - Fittings shall be full flow (smooth turn elbows) copper fittings conforming with ASME B16.22 or cast bronze to ASME B16.18; with grooves designed to accept grooved end couplings at copper-tube dimensions. (Flaring to accommodate alternate sized couplings is not permitted). Victaulic Copper-Connection.

FLANGES, UNIONS, AND COUPLINGS

- A. Pipe Size 2 Inches and Under:
 - 1. Ferrous pipe: 150 psig malleable iron threaded unions.
 - 2. Copper tube and pipe: 150 psig bronze unions with soldered joints. (Solder shall be lead free.)
- B. Pipe Size Over 2 Inches:
 - 1. Ferrous pipe: 150 psig forged steel slip-on flanges; 1/16 inch thick preformed neoprene gaskets.
 - 2. Copper tube and pipe: 150 psig slip-on bronze flanges; 1/16 inch thick preformed neoprene gaskets.
- C. Grooved and Shouldered Pipe End Couplings:
 - 1. Unions and flanges for servicing and disconnect are not required in installations using grooved joint couplings. (The couplings shall serve as disconnect points.)
 - 2. Housing: Two ductile iron clamps to engage and lock, designed to permit some angular deflection, contraction, and expansion where required; electroplated steel bolts, nuts, and washers conforming with ASTM A449; for galvanized pipe.
 - 3. Sealing gasket: "C" shape or Flush Seal composition sealing gasket.
 - 4. Gaskets shall be UL classified in accordance with ANSI/NSF-61 for Potable water service. Basis of Design: Victaulic Company, Style 607H (Installation-Ready for Copper Tubing) and Style 107H or 177 (Installation-Ready for Steel Piping).

- D. Dielectric Connections: Dielectric nipples shall be non-conducting for connection of dissimilar materials. Dielectric nipples shall be similar to Victaulic Style 647 or Style 47. A brass adapter dielectric union is not acceptable.

BALL VALVES

- A. Up to and including 3 Inches: Bronze one piece body, stainless steel ball, Teflon seats and stuffing box ring, lever handle and balancing stops, solder or threaded ends with union. Brass two piece body, chrome plated brass ball and stem, PTFE seats and seals, lever handle, and Vic-Press ends. Victaulic Series P589.
- B. Over 1-1/2 Inches: Cast ductile iron steel body, chrome plated steel ball, teflon seat and stuffing box seals, lever handle, or gear drive handwheel for sizes 10 inches and over, flanged or grooved ends. Basis of Design: Victaulic Series 726.

SWING CHECK VALVES

- A. Up to and including 3 Inches: Bronze swing disc, solder or screwed ends.
- B. Over 3 Inches: Iron body, stainless steel or bronze trim, swing disc, renewable disc and seat, grooved or flanged ends. Basis of Design: Victaulic Series 712.

SPRING LOADED CHECK VALVES

- A. Iron body, bronze trim, stainless steel spring, renewable composition disc, screwed, wafer, or flanged ends.
- B. Ductile iron body, stainless steel spring and shaft aluminum-bronze disc with elastomer seal or elastomer coated ductile iron disc with welded-in nickel seat, grooved ends. Basis of Design: Victaulic Series 716.

WATER PRESSURE REDUCING VALVES

Up thru 3 Inches: Bronze body, stainless steel and thermoplastic internal parts, fabric reinforced diaphragm, strainer, double union ends. Over 3 Inches: Cast iron body, bronze fitted, elastomeric diaphragm and seat disc.

PLUMBING PIPING APPLICATION

- A. Use grooved mechanical couplings and fasteners in accessible locations. Grooved joints shall be installed in accordance with the manufacturer's latest published installation instructions. Grooved ends shall be clean and free from indentations, projections, and roll marks in the area from pipe end to groove. Gaskets shall be of an elastomer grade suitable for the intended service, and shall be molded and produced by the coupling manufacturer.
- B. Install unions downstream of valves and at equipment or apparatus connections. Unions are not required in installations using grooved mechanical joint couplings. (couplings shall serve as unions and disconnect points).
- C. Install brass male adapters each side of valves in copper piped system. Sweat solder adapters to pipe.

- D. Install gate, ball, or butterfly valves for shut-off and to isolate equipment, part of systems, or vertical risers. All branch piping take-offs from mains, risers, or branch piping shall have valves installed to allow isolation of branch piping.
- E. Install globe, ball or butterfly valves for throttling, bypass or manual flow control service.
- F. Provide spring loaded check valves on discharge of water pumps.

- G. Provide flow controls in water recirculating systems where indicated.

PIPE HANGERS AND SUPPORTS

- A. Install hangers to provide minimum ½ inch space between finished covering and adjacent work.
- B. Place hangers within 12 inches of each horizontal elbow.
- C. Use hangers with 1½ inch minimum vertical adjustment.
- D. Support horizontal cast iron pipe adjacent to each hub, with 5 feet maximum spacing between hangers.
- E. Support vertical piping at every floor. Support vertical cast iron pipe at each floor at hub.
- F. Where several pipes can be installed in parallel and at same elevation, provide multiple or trapeze hangers.
- G. Support riser piping independently of connected horizontal piping.
- H. Provide copper plated hangers and supports for copper piping.
- I. Design hangers for pipe movement without disengagement of supported pipe.

END OF THIS SECTION

PASTE or TYPE BIDDER'S LETTERHEAD HERE and SUBMIT WITH PROPOSAL)

NON-COLLUSIVE AFFIDAVIT

State of (_____) ss.

County of (_____)

_____, being first duly sworn, deposes and says:

That he/she is _____ (a partner or officer of the firm of, etc.) the party making the foregoing proposal or bid, that such-proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Bay City Housing Commission or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

NON-DEBARRED CERTIFICATION

This is to certify that the below signed bidder is not nor have been debarred, suspended or otherwise prohibited from contacting or entering into construction or modernization agreement with any federal, state or local agency including the U.S. Department of Housing and Urban Development.

Date: _____

Signature: _____

Bidder, if the bidder is an individual
Partner, if the bidder is a partnership
Officer, if the bidder is a corporation

Subscribed and sworn to _____ before me

This _____ day of _____ 20 _____.

My commission expires _____ 20 _____

PROPOSAL FORM

⇒ PLEASE PASTE YOUR COMPANY'S LETTERHEAD AT THE TOP OF THIS PAGE

Bid For: Miscellaneous Plumbing Repairs RFP

To: Bay City Housing Commission (owner)
315 14th Street
Bay City, MI 48708

Gentlemen:

The Undersigned, having familiarized myself with the local conditions affecting the cost of this work, and the Contract Documents (Advertisement and Instructions to Bidders, Non-Collusive Affidavit, HUD 5370 EZ General Conditions, Description of Work) and any Addenda issued, hereby proposes to perform everything required to be performed and to provide and furnish all the labor, materials, tools, expendable equipment, utility and transportation services, etc., necessary to perform and complete in a workmanlike manner all of the Building Trades Work required under the Base Bid for the aforementioned project, all in accordance with the Contract Documents prepared by Bay City Housing Commission in connection with, and any addenda issued thereto, for the sum of:

_____ Dollars (\$ _____)

For accounting purposes, we need a cost breakdown by site of the above amount:

Maloney Manor \$ _____ Pine Towers \$ _____

Smith Manor \$ _____

VOLUNTARY ALTERNATES

Voluntary alternates for substituting material or equipment. Attach detailed specification.

Describe _____ PRICE \$ _____

- 1. In submitting this bid, it is understood that the right is reserved by the Bay City Housing Commission to reject any or all bids. If written notice of the acceptance of this bid is mailed, telegraphed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract on the prescribed form.
2. Attached hereto is an affidavit in proof that the Undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitted proposal for the contract for which this proposal is submitted.
3. The bidder represents that he () has, () has not, participated in a previous contract subject to the Equal Opportunity clauses prescribed by Executive Orders 10925, 11114, or 11246, or the Secretary of Labor, and that he () has, () has not, filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts which are exempt from the Clause).

4. Completing Date: The undersigned agrees if awarded the contract, to complete the work in full on or before the time proposed below.

<u>SCOPE</u>	Estimated completion time (calendar days)
Base Bid	_____

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

The information contained in this proposal is to be relied upon by the Bay City Housing Commission, and such information is warranted by the bidder to be true. The bidder agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the bidder, as may be required. Attach additional sheets if necessary.

Signed: _____ Date: _____, 2020

Print/Type Name: _____ Title: _____

Company Name: _____

Address: _____ City/Zip: _____

Telephone: _____ Email: _____

Bids are due Monday, August 23, 2020 at 2:00 PM EDT at Bay City Housing Commission, 315 Fourteenth Street, Bay City, Michigan 48708 via mail or other direct delivery, email to (Karl@baycityhousing.com). All email submissions must be followed by a signed hardcopy within two business days.